

PURCHASING UPDATE



Utah Division of Purchasing and General Services

INSIDE THIS ISSUE

- 2 Due Diligence Reviews
- 2 State Cooperative
Contracts: Ordering
Instructions
- 3 UCI
- 4 Public Records
- 6 Spotlight — Cat Turner

Due Diligence Reviews

By Krysta Countryman, State Contract Analyst

When we were in grade school learning to write, most of us could agree that a teacher (or two) would drill us to “cross our T’s and dot our I’s”. This type of review should still hold true when it comes to making an award. When a vendor has been selected for an award, the Utah Code and Administrative Rule allows Procurement Officials to perform a review on the vendor to determine if the vendor is reliable and capable of performing the work or service for which they are being awarded. This type of review is typically called a due diligence review and may be completed before an official award is given.

So, what exactly is a due diligence review? What information will it provide and how can it be put into practice?

A due diligence review is an investigation,

audit, or review performed to confirm the facts of a matter under consideration. In plain text, it means doing your homework. Due diligence reviews may provide information that an agency may not already be aware of that may impact the responsiveness or reliability of a vendor. This may include legal actions, turn-over in major personnel, loss of a major contract, any alleged violations of federal, state, or local regulations, etc. In a perfect world, these complications should not arise after completing a flawless procurement process; however, sometimes these issues still find a way to occur, and that’s just a fact of life in the world of procurement.

Ultimately, the “how” should be determined by the Procurement Official of the Procurement Unit. Due diligence reviews can

Continued from page 1

be as simple as doing a quick 10-minute internet search on the vendor, its top executive individuals, contract points of contact, and the contract signees. Due diligence reviews can also be as in-depth to include an analysis of the vendor's business practices. The reviews can also help ensure that the vendor does not have any financial ties to individuals or entities on an OFAC (Office of Foreign Assets Control) sanctions list.

The good news? The majority of the time, significant issues or concerns won't be found and the Procurement Official can continue to make the award. However, you may never know when the day will come when you say to yourself, "I'm glad I did my homework." For questions, contact Krysta Countryman, kcountryman@utah.gov

State Cooperative Contracts: Order Instructions

By Laurel DeLagerheim, State Contract Analyst

Each of our State Cooperative Contracts comes with its own unique set of ordering instructions. It is important to follow these when making purchases using these contracts.

For example, there may be instructions to make a best value determination based on your specific needs and you can choose a particular contractor that can meet your Scope of Work in the time specified. Of course, encouraging competition and obtaining multiple quotes is always preferred! Sometimes a secondary process is required (think Approved Vendor List) and executive branch agencies will need to contact State Purchasing to assist you. Other cooperative

contracts may be as straight forward as choosing from the price list or catalog associated with that particular contract.

Additionally, if the cooperative contract number starts with AR, you will need the applicable authorization before placing your order. Our most common AR contracts require executive branch entities to get approval from either Finance or Technology Services.

As always, if you have any questions regarding Order Instructions or any other details regarding any of our Statewide Cooperative Contracts, please do not hesitate to contact us!



UTAH CORRECTIONAL INDUSTRIES

YES! WE CAN HELP WITH THAT...



SEATING & UPHOLSTERY

Whether you are looking for task chairs, lounge seating, sofas, love seats, or benches - UCI has your solution. Our objective is to help you enhance your office environment. Seating produced by UCI is stylish, modern, comfortable, and reasonably priced. They're constructed with high-quality components, woods, and fabrics and are designed to withstand heavy use.



SIGNAGE

UCI produced signs are available in aluminum, wood, or recycled plastic with sign surfaces also available in a variety of materials. From standard road signs to custom vehicle decals, the UCI Sign Shop is the answer to all of your signage needs. Options include:

- Interior Signage
- Road Signage
- Large Format Signage
- Forest Service Signage
- Exterior Signage

Large Conference Room
In Use



PRINTING

The UCI Print Shop is truly a full-service operation. Because we offer both offset and digital printing, we are able to meet all of your printing needs at a competitive price. Options Include:

- General Printing
- Large Format Printing
- Promotional Items



VISION

Building a better community through career development.

MISSION

Utah Correctional Industries is dedicated to public safety through innovative career building, community partnerships, and quality production to develop successful people.

OUR BUSINESS OPERATIONS

PRINTING | EMBROIDERY/SCREEN PRINTING
SEWING | FURNITURE | SEATING/UPHOLSTERY
CONSTRUCTION | DOCUMENT SCANNING
SIGNAGE

View the State Use Law (63G-6a-804)

QUESTIONS? CONTACT US AT 801-576-7700

UCI.UTAH.GOV

Public Records

By Chike Ogbuehi, Contract Analyst

In enacting the Utah Government Records Access and Management Act (GRAMA), the State legislatures recognized the public's right to easy and reasonable access to public records, and individual rights of privacy to personal data. In relation to State procurements, there exists a relationship of trust between the State of Utah Division of Purchasing (the "Division") and State agencies expressly identified in the Utah Procurement Code. That relationship of trust puts certain duties on the Division concerning documentation of solicitations managed by the Division on behalf of the State Agencies and other public entities in certain instances.

First, concerning the public's access to records of agency solicitations and contracts, both the Division of Purchasing and the agency are record holders of those documents. However, the Division processes and responds to all requests for records pertaining to the solicitations it conducts and the resulting contracts in this instance. On this note, an agency can request records of solicitations from the Division for their own records.

Second, as to courtesy posting and documents relating to solicitations for entities with independent procurement authority, such entities must retain their records. Thus, in the event of a public record request to the Division in relation to a courtesy posting, the request will be

referred to the entity of record. This is in line with the provision of 63G-2-204(2)(a) that requires a person making a request for record to submit the request to the government entity that prepares, owns, or retains the record. Governmental entities working with the Division should ensure they retain all information, records, and documents on any solicitation posted through the Division.

Third, the Division maintains all documents relating to statewide solicitations and contracts irrespective of the benefactors of the contract. The Division will respond to all public record requests for documents about statewide contracts. In addition, all resulting statewide contracts are publicly posted on the Division website.

Lastly, a question to examine is how long does the Division maintain these records? The simple answer is that the Division keeps all records in accordance with the State's Retention Schedule. If you have any questions in relation to the Retention Schedule, please contact the Division of Archives and Records Services.

If you have questions regard the Division of Purchasing standards of operation in processing and responding to public record requests, please contact me at cogbuehi@utah.gov.



Spotlight Article



Cat Turner

Cat Turner joined the State of Utah Division of Purchasing in June 2018 and cannot believe how fast the time has past. One of the things that she enjoys about purchasing is that every solicitation is different and is a new learning opportunity. In the past two years, she has learned a lot about the different services and functions that her assigned agencies provide. She recently has taken over the lead state position for the NASPO Office Furniture portfolio and joined the GRAMA team.

Cat is looking forward to travelling long distance and going to concerts again! She is also crossing her fingers that the ski resorts will be open soon! In the meantime, she is enjoying going on day trips with her husband and two dogs to various spots around the state on the weekends and holidays including

a drive to Stansbury Island and an old railroad tunnel in the desert through which you can drive your vehicle (please see photos).

Q and A

Q: What is always a waste of money?

A: Cheese.

Q: What is the most unhealthy yet regularly consumed food you were fed growing up?

A: Cheese.

Q: What is the most unhealthy yet regularly consumed food you eat now?

A: Cheese.



TOPIC: U3P System Tips and Tricks | **PRESENTER:** Rick Straw | **DATE:** 12/17/20 | **TIME:** 12—1 PM

SUMMARY: Tips and tutorials for public procurement professionals on how to get the most out of the Utah Public Procurement Place, aka Sciquest/Jaggaer.

REGISTRATION: Begins 12/2/2020



How to Receive the Purchasing Update Newsletter

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please send an email to Tara Eutsler, teutsler@utah.gov.

Utah Division of Purchasing & General Services
4315 S. 2700 W. FL. 3
Taylorsville, Utah 84129
801-957-7160
Purchasing.utah.gov
Hours: 8:00 am—5:00 pm M-F

